

## HOUSING REHABILITATION ASSISTANT

### NATURE OF WORK

This is responsible technical support work assisting Housing Rehabilitation Specialists with the construction process.

Work involves assisting in investor-owner and owner-occupied project setup; conducting investor-owner and owner-occupied reviews; coordinating budget counseling sessions and scheduling referrals for attendance; and coordinating Housing Improvement Loan Program referrals, subordinations and payoff requests. This work involves independence of action and the exercise of judgment based on knowledge gained through experience. Supervision is received from an administrative superior.

### EXAMPLES OF WORK PERFORMED

Obtains necessary bid documentation from applicants for review by Housing Rehabilitation Specialist; initiates request for clearance for historic review; obtains necessary signatures on Contractor Part III's after contractors are selected; provides written correspondence to applicant and documents same regarding project progression; monitors completion of items identified by file checklist.

Completes affirmative marketing reviews and identifies investors that are non-compliant in their practices, or that fail to provide necessary information for review; verifies income of tenants in HOME assisted investor-owner projects; identifies investors that are non-compliant with tenant requirements.

Verifies occupancy of all active/deferred/emergency loan recipients on an annual basis; conducts reviews of deferred loans for assessment of ability to begin repayment; establishes repayment plan as needed; provides delinquency letters to individuals in repayment arrearage and refers to credit counseling; monitors repayment plan.

Schedules budget counseling sessions for direct/deferred loan applicants, delinquent payers and recipients that fail to demonstrate ability to begin repayment at time of annual reviews; provides written correspondence to referred client identifying schedule for attendance and monitors compliance with attendance and action plan.

Refers Housing Improvement Loan Program applicants to prospective banks and monitors application process to reduce delay in processing; provides necessary information to Housing and Real Estate Manager in response to inquiries for subordinations and payoffs.

Photographs potential emergency repair projects and provides information as requested by Housing Rehabilitation Specialist; photographs completed rehabilitation projects as requested.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the principles and practices of consumer credit financing, equity financing, land contracts and other current methods of financing real estate and construction.

Knowledge of local lending and credit sources, both public and private.

Knowledge of HUD housing programs.

Ability to prepare clear and concise reports on the financing of real estate transactions.

Ability to maintain essential records and files.

Ability to deal with people of all social and economic levels.

Ability to establish and maintain effective working relationships with representatives of lending institutions, property owners, co-workers, real estate agencies and other City departments.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by college level course work in finance or community development plus experience in finance and/or loan mortgage processing and in building construction.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college level course work in finance or community development plus some experience in finance and/or loan mortgage processing and in building construction; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

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